



Downloading a Student file by Local Person ID



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This 60 second video will walk you through the process of downloading a student file by local person ID. The purpose of doing so would be to import into your SIS, HR or other local system.

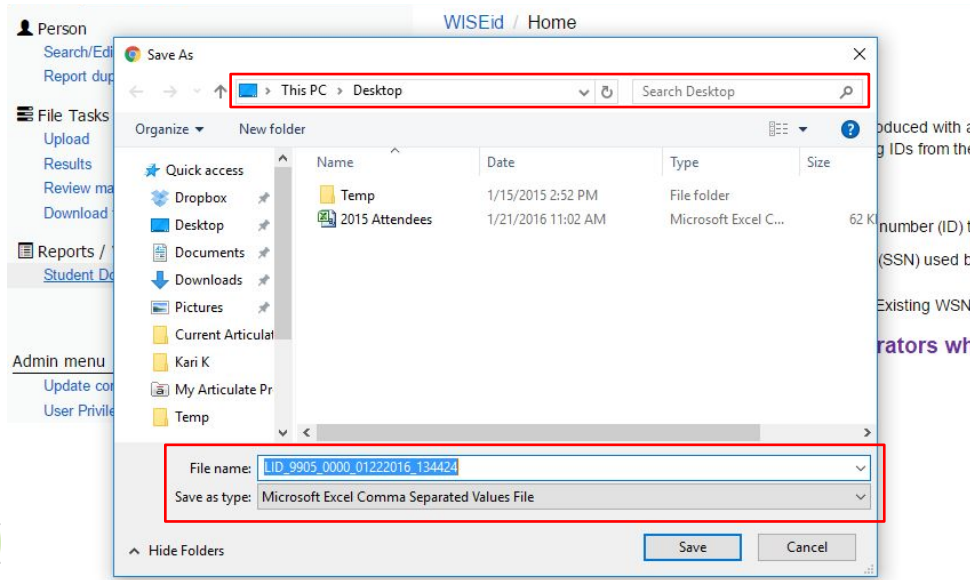
Download

The screenshot displays the WISEid application interface. At the top, there is a blue navigation bar with 'WISEid', 'WISEstaff', and 'Help' links on the left, and 'Change Agency' and 'Logout' on the right. A left sidebar contains a 'Person' section with 'Search/Edit' and 'Report duplicates' links, a 'File Tasks' section with 'Upload', 'Results', 'Review matches', and 'Download transaction history' links, and a 'Reports / Validations' section with 'Staff Download by Local Person ID' and 'Student Download by Local Person ID' links. The 'Student Download by Local Person ID' link is highlighted with a red rectangle. Below this is an 'Admin menu' with 'Update contact info' and 'User Privileges' links. The main content area shows a 'Welcome!' message, an 'About WISEid' section explaining the unique Identifier number (ID) assignment, and a 'Notice for Educator Effectiveness administrators' regarding WISEid population. At the bottom left is a logo with two stylized figures, and at the bottom right is the 'WISEExplore' logo with the tagline 'Data Navigation and Inquiry'. The URL '/Staff/Staff/StaffPersonList' is visible in the bottom left corner of the main content area.

Once you have completed a successful upload and worked through your matches, you can then download a student file to use to update or automate changes in your local information system—SIS, HR system, etc

From the **Reports/Validations** menu, click on the Student Download by local person ID link to begin the download process.

Save



Once you click the “Student Download by Local Person ID” link a save menu box should appear. Note the location and the name of the file.
If a save menu box did not appear, the file will be located where your browser has set for a default download location.

Fields

Field	Description
LocalPersonID	Agency's unique identifier for the person, assigned by SIS, HR system, etc.
LocalPersonIDDescription	Description on how the LocalPersonID was created for a person if available.
WISEid	A unique state ID for Wisconsin staff & students.
LastName	The person's last name
Suffix	A suffix to the person's name, if applicable
FirstName	The person's first name
MiddleName	The person's middle name
Birthdate	The person's birth date using this format: MM/DD/YYYY
Gender	Reported gender of person
RaceKey	Reported RaceKey of person in DPI code format.
EntityID	As of the date this file was generated, the person's current ELO Entity ID.



Here is a list of fields and descriptions that are contained in the csv export.



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Thank you for viewing the video on downloading a student file